

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

REQUEST FOR PROPOSALS SPECIFICATION NO. 06-056

The City of Lincoln, Nebraska intends to enter into a contract and invites you to submit a sealed proposal for:

WORKFORCE INVESTMENT ACT (WIA) YOUTH SERVICES PROVIDER

Sealed proposals will be received by the City of Lincoln, Nebraska on or before 12:00 noon, **Wednesday, March 29, 2006** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Proposals will be publicly opened at the K Street Complex, reading only the names of the firms submitting proposals.

Proposals may be downloaded from the City's website at www.lincoln.ne.gov Keyword: Bid. Prospective submitters must monitor the bid listing for any addendums.

Proposers should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division, prior to the time and date specified above.

WIA Youth Services

Request for Proposals

1. BACKGROUND

- 1.1 The Workforce Investment Act (WIA) replaced the Job Training Partnership Act on July 1, 2000.
- 1.2 The Act initiated a new delivery system for providing employment and training services.
- 1.3 WIA has combined all youth funds into a year around grant, requiring a number of program services be available to youth, and increasing the number of performance standards for youth programs.
- 1.4 Youth programming under WIA is structured to be a developmental approach allowing for longer-term services to youth.
- 1.5 WIA requires a strong link between academic, occupational, and leadership development for youth.
- 1.6 The Greater Lincoln Youth Council is seeking a firm to provide academic, occupational, and leadership activities for low-income youth ages 14-21 residing in Lincoln, Lancaster and Saunders Counties for the time period of July 1, 2006 through June 30, 2007, with the option for renewal for two additional one year periods at the City of Lincoln's discretion and based upon mutual consent.
- 1.7 The selected provider must agree to continue services to participants who are in active status on June 30, 2006, in accordance with their individual service strategies.
- 1.8 Federal funding for this project will be provided by the Workforce Investment Act. It is estimated that \$150,000 will be available for this project.
- 1.9 Notice of allocation should be received in April and will be announced immediately; this exact amount of funding will be reflected in contract negotiations.
- 1.10 At least thirty percent of these funds must be spent on out of school youth as defined in WIA and the Nebraska Workforce Development, Department of Labor's policy on "Eligibility for Youth Programs." See Attachment A-Definitions-for details on youth eligibility.

2. INTENT

- 2.1 Provide eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- 2.2 Ensure ongoing mentoring opportunities;
- 2.3 Provide opportunities for training to eligible youth;
- 2.4 Provide continued supportive services for eligible youth;
- 2.5 Provide incentives for recognition and achievement to eligible youth; and
- 2.6 Provide opportunities for eligible youth in activities related to leadership, development, decision-making, citizenship, and community service.

3. PROGRAM DESIGN

- 3.1 Program design elements must include outreach, intake, and WIA eligibility determination and verification, along with the provision of orientation to the full array of services that are available through the local workforce system.
- 3.2 The design framework of the youth programming must provide an objective assessment of the academic levels, skill levels, and service needs of each participant.
 - 3.2.1 The assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs of each participant.
- 3.3 The program design must include an individual service strategy for each participant identifying an employment goal, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
 - 3.3.1 Written documentation of ongoing case management is a requirement.
 - 3.3.2 Such documentation must detail the interaction with the participant, and at a minimum, each participant must receive contact every thirty days.
- 3.4 While the selected firm will have the discretion to determine what specific program services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy, the firm must make the following ten service elements available:
 - 3.4.1 Tutoring, study skills training and instruction leading to completion of secondary school, including dropout prevention strategies;
 - 3.4.2 Alternative secondary school services, as appropriate;
 - 3.4.3 Summer employment opportunities that are directly linked to academic and occupational learning;
 - 3.4.4 As appropriate, paid and unpaid work experiences, including internships and job shadowing;
 - 3.4.5 Occupational skill training, as appropriate;
 - 3.4.6 Leadership development opportunities which may include community service and peer-centered activities;
 - 3.4.7 Supportive services;
 - 3.4.8 Adult mentoring for the period of participation and a subsequent period for a total of not less than 12 months;
 - 3.4.9 Followup services for not less than 12 months after the completion of the participation, as appropriate;
 - 3.4.10 Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
- 3.5 The selected firm will be required to organize and convene a Youth Advisory Group, composed of WIA eligible youth, to serve in an advisory capacity to the Greater Lincoln Youth Council, as appropriate.
 - 3.5.1 The existing members of the Youth Advisory Group will be given first right of refusal to continue participation.

- 3.6 The selected firm will also be required to function as an on-site partner at the One Stop Career Center, 1010 N Street, Lincoln, Nebraska.
 - 3.6.1 The firm is responsible for maintaining a set weekly schedule with staff who have been oriented to the intent of WIA youth services, as well as to the purposes of the One Stop Career Center.
 - 3.6.2 All costs including leasing space, furniture, phones, computers and hookups shall be paid by the firm.
 - 3.6.3 This requirement will include the use of the state mandated Management Information Systems (MIS) entitled NWAS and TREX for common registration in the system, and for WIA records management.
- 3.7 The selected firm must provide services in rural Lancaster and Saunders Counties, as well as in Lincoln.
 - 3.7.1 Strategies for outreach and recruitment must be in place to ensure service to all geographic areas.

4. PERFORMANCE MEASURES

- 4.1 Success in youth programs will be measured by a set of performance standards. These standards are negotiated by the Greater Lincoln Workforce Investment Board with the Nebraska Workforce Development-Department of Labor.
 - 4.1.1 See Attachment B - Performance Measures.
- 4.2 Meeting the performance standards is necessary in order to have a successful youth program.
- 4.3 The City is interested in service providers who target more than 30% of the funds to out-of-school youth
- 4.4 Additional City desires is for the service providers who indicate a cost per participant of at or below the National average of \$2,900.00

5. SELECTION CRITERIA

- 5.1 Cost will not be the sole basis for selection, since it is in the program's best interest to retain a firm having significant professional credentials and past success in providing similar services.
- 5.2 The City reserves the right to award the contract in whole or in part if it is deemed in the program's best interest.
- 5.3 Merit will be assessed using the following evaluation criteria:
 - 5.3.1 Agency background, mission of the agency, and the rationale for applying for the project (5 points)
 - 5.3.2 Experience operating youth employment, academic, and leadership activities (10 points)
 - 5.3.3 Data supporting outcomes from employment, academic and leadership programs (25 points)
 - 5.3.4 Experience in working with economically disadvantaged youth (10 points)
 - 5.3.5 Staff qualifications (10 points)
 - 5.3.6 Ability to provide services in Lancaster and Saunders counties, distinguishing which services are available in each county (20 points)
 - 5.3.7 Program design which includes a comprehensive approach to outreach, intake, assessment, individual service strategies, and the ten program elements (20 points)

- 5.3.8 Evidence of partnerships with other youth services providers (10 points)
- 5.3.9 Transition plan for participants (if applicant is not the current provider);
OR program plan for improved outcomes and services to participants (if applicant is the current provider) (10 points)
- 5.3.10 Total number of youth to be served grouped by services to be received (30 points)

6. **SUBMITTAL PROCEDURE**

- 6.1 Each submittal must include an original and 7 copies of your proposal.
 - 6.1.1 Your proposal must be received at the following address:
Vince M. Mejer, CPPO, CPM
Purchasing Agent
440 South 8th Street, Suite 200
Lincoln, NE 68508
 - 6.1.2 Mark the outside of the submittal with Project Number **06-056** and Project Title RFP-WIA Youth Services Provider.
 - 6.1.3 Submit your firm's estimate of the proposed fees for services outline on the RFP in a separate sealed envelope with the submittal package.
 - 6.1.3.1 The envelope must be clearly marked with the firm's name, project number, and project title.
 - 6.1.3.2 The proposals will be initially reviewed without consideration to the fee.
 - 6.1.4 Questions regarding WIA youth services should be directed in writing to Vince M. Mejer, Purchasing Agent, vmejer@lincoln.ne.gov
- 6.2 Proposals may not exceed 15 pages, not including attachments, and must use the following format:
 - 6.2.1 Title Page--Page One is a cover sheet listing firm name, mailing address, telephone number, fax number; years established and former names; mission or types of services particularly qualified to perform; geographic business area; number of staff usually and currently employed; contact person for this proposal, with phone number and email address; and the name, job title, and original signature of chief executive authorized to submit the proposal, along with a statement of willingness and capability to meet the project's time requirements.
 - 6.2.2 Introduction--This section is limited to one page and includes agency background, mission, and the rationale for applying.
 - 6.2.3 Background--This section is limited to three pages and includes operational experience, past outcomes, supporting data, staff qualifications/resumes, and ability to serve the geographic area. If desired, staff qualifications may be included as an attachment, not counted in the 15 page limit.
 - 6.2.4 Program Design--This section is limited to ten pages and must provide a detailed explanation of all program design requirements as listed in Section 3, including roles and responsibilities of all partner agencies; number of youth to be served by geographic area; how each element is to be provided, by whom, and to whom; and anticipated outcomes.
 - 6.2.4.1 Each partner agency identified must provide a letter of commitment identifying what services they will provide. These letters are to be included as an attachment.

6.2.5 Budget Information—Budget information is to be submitted in **ONE SEPARATE**, sealed envelope and includes a detailed projection of costs per line item.

6.2.5.1 The envelope must be clearly marked with the firm's name, project number, and project title. Proposals will be initially reviewed without consideration to the fee.

6.2.5.2 The proposed budget must identify and define each cost category, in sufficient detail to distinguish operating costs, indirect costs, personnel costs, etc.

7. **SELECTION SCHEDULE**

March 29, 2006

Submission of Proposals

April 2006

Selection Committee conducts applicant interviews

June 9, 2006

Finalize contract

Attachment A - Definitions

Eligibility Criteria

Individuals who apply to participate in the youth program under WIA shall meet the following criteria as described in Section 101(13) in the Act:

- Is age 14 through 21 (at registration)
- Is a low income individual, and
- Is within one or more of the following categories:
 - Deficient in basic literacy skills;
 - School dropout;
 - Homeless, runaway, or foster child;
 - Pregnant or parenting;
 - Offender; or
 - Individual, including a youth with disabilities, who requires additional assistance to complete an educational program, or to secure and hold employment

Up to 5% of youth participants served by youth programs in a local area may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories:

- School dropout;
- Basic skills deficient;
- Are one or more grade levels below the grade level appropriate to the individual's age;
- Pregnant or parenting;
- Possess one or more disabilities, including learning disabilities;
- Homeless or runaway;or
- Offender

Attachment B - Performance Measures

Program Year 2006 (July 1, 2006 through June 30, 2007)*

Entered Employment Rate	88%
Employment Retention Rate	90%
Earnings Change in 6 Months	\$4,500
Employment & Credential Rate	59%
Skill Attainment Rate	83%
Diploma or Equivalent Attainment Rate	77%
Retention Rate	62%
Placement in Employment/Education	
Attainment of Degree/Certificate	
Literacy Gains	

**INSTRUCTIONS TO PROPOSERS
CITY OF LINCOLN, NEBRASKA
PURCHASING DIVISION**

1. PROPOSAL PROCEDURE

- 1.1 Each RFP must be legibly printed in ink or typed, include full name, business address, telephone number, fax number and email address of the Proposer; and be signed in ink by the Proposer.
- 1.2 Response by a firm/organization other than a corporation must include the name and address of each member.
- 1.3 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.4 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Proposals received after the time and date established for receiving offers will be rejected.

2. EQUAL OPPORTUNITY

- 2.1 Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. DATA PRIVACY

- 3.1 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 3.2 The proposer agrees to hold the City harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

4. PROPOSER'S REPRESENTATION

- 4.1 Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.
- 4.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work and has correlated the observations with the requirements of the RFP.

5. SPECIFICATION CLARIFICATION

- 5.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 5.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for response receipt.
- 5.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 5.4 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the City; proposers shall not rely upon oral interpretations.

6. ADDENDA

- 6.1 Addenda are written documents issued by the City prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 6.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 6.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 6.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.
- 6.5 Proposers shall ascertain prior to submitting their offer that they have received all addenda issued, and they shall acknowledge receipt of addenda in their proposal.

7. ANTI-LOBBYING PROVISION

- 7.1 During the period between the proposal advertisement date and the contract award, proposers, including their agents and representatives, shall not lobby or promote their proposal with any member of the City Council or City Staff.

8. EVALUATION AND AWARD

- 8.1 The signed proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.

- 8.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers, and each proposer agrees in submitting an offer.
- 8.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 8.4 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a select firm or selected firms to arrive at a mutually agreeable relationship.
- 8.5 A committee will be assigned the task of reviewing the proposals received.
 - 8.5.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.
 - 8.5.2 The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.
- 8.6 The offer will be awarded to the lowest responsive, responsible proposer whose proposal will be most advantageous to the City, and as the City deem will best serve their requirements.
- 8.7 The City reserves the right to accept or reject any or all offers, parts of offers; request new proposals, waive irregularities and technicalities in offers; or to award the RFP on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the City.

9. INDEMNIFICATION

- 9.1 The proposer shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the proposer, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the proposer to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- 9.2 In any and all claims against the City or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable,

the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

10. LAWS

- 10.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 10.2 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

11. AWARD

- 11.1 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a selected firm or firms to arrive at a mutually agreeable relationship.
- 11.2 The City shall be the sole judge as to merits of the proposal, and the City's decision will be final.
- 11.3 A committee will be assigned by the Mayor with the task of reviewing the proposals received.
 - 11.3.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the proposer to clarify or expand qualification statements.
 - 11.3.2 A short list of firms from proposals submitted may be selected for a presentation to the committee and ranked by committee members.
- 11.4 Final approval to enter into contract negotiations with the top ranked firm will be by the Mayor of the City of Lincoln.
- 11.5 The City shall not be liable for any expense incurred in connection with preparation of a response to this RFP.
- 11.6 The contract document shall incorporate by reference all requirements, terms and conditions of the solicitation, proposal received and all negotiated details.

INSURANCE REQUIREMENTS FOR ALL CITY CONTRACTS

1. GENERAL PROVISIONS

- A. **Indemnification.** The Contractor shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the City of Lincoln for any losses, claims, damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- B. **Approved Coverage Prior to Commencing Work/Subcontractors Included.** Contractor shall purchase and maintain in place insurance to Protect Contractor and City against all liabilities and hazards as provided in this article throughout the duration of the Contract. Contractor shall not commence work under this contract until the Contractor has obtained all insurance required under this Section and such insurance has been approved by the City Attorney for the City of Lincoln, nor shall the Contractor allow any subcontractor to commence work on any subcontract until all similar insurance required of the subcontractor has been so obtained and approved.
- C. **Occurrence Basis Coverage.** All insurance shall be provided on an **occurrence basis** and not on a claims made basis, except for hazardous materials, errors and omissions, or other coverage not reasonably available on an occurrence basis; provided that all such claims made coverage is subject to the prior written approval of the City Attorney and must be clearly indicated as such in any certificate showing coverage.
- D. **Authorized and Rated Insurers Required.** All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the City Attorney.
- E. **Certificates Showing Coverage.** All certificates of insurance shall be filed with the City Attorney, and may utilize an appropriate standard ACORD Certificate of Insurance form showing the specific limits of insurance coverage required by this Article; provided that restrictions, qualifications or declarations inconsistent with the requirements of this Article shall not relieve the Contractor from providing insurance as required herein. Such certificates shall show the City of Lincoln as additional insured, including by specific endorsement where necessary, as indicated in the following requirements. Such certificate shall specifically state that the related insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction in the stated amounts or limits of insurance coverage.
- F. **Terminology.** The terms "insurance," "insurance policy," or "coverage" as used in this article are used interchangeably and shall have the same meaning as "insurance" unless the context clearly requires otherwise. References to "ISO®" forms are merely for convenience and ease of reference, and an equivalent or better form as determined acceptable by the City Attorney may be used. (Note: ISO® is a registered trademark of ISO Properties, Inc.)

2. INSURANCE REQUIREMENTS

- A. **Scope of Required Coverage.** The Contractor shall take out and maintain during the life of Contract such insurance in the forms and minimum amounts as specified in this Article and as will protect Contractor and City from the following claims arising out of or resulting from or in connection

with the Contractor's operations, undertakings or omissions directly or indirectly related to the Contract, whether by the Contractor or any Subcontractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- (1) Claims under workers' compensation, disability benefit, or other employee benefit acts;
- (2) Claims arising out of bodily injury, occupational sickness or disease, or death of an employee or any other person;
- (3) Claims customarily covered under personal injury liability coverage;
- (4) Claims other than to the work itself arising out of an injury to or destruction of tangible property, including the loss of use resulting therefrom;
- (5) Claims arising out of ownership, maintenance or use of any motor vehicle;
- (6) Railroad protective liability coverage in the event the contract involves work to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing.

- B. Worker's Compensation Insurance and Employer's Liability Insurance.** The Contractor shall provide applicable statutory Worker's Compensation Insurance with minimum limits as provided below covering all Contractor's employees, and in the case of any subcontracted work, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for Subcontractor's employees.

The Contractor shall provide Employer's Liability Insurance with minimum limits as provided below placed with an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each Subcontractor similarly to maintain Employer's Liability Insurance on the Subcontractor's employees.

Coverage	Listing	Min Amt	Notes
Worker's Comp.			
	State	Statutory	
	Applicable Federal	Statutory	
Employer's Liability			
	Bodily Injury by accident	\$500,000	each accident
	Bodily Injury by disease	\$500,000	each employee
	Bodily Injury	\$500,000	policy limit

C. Commercial General Liability Insurance.

- (1) The Contractor shall provide Commercial General Liability Insurance in a policy form providing no less comprehensive and no more restrictive coverage than provided under the ISO® form CG00010798 or newer with standard exclusions "a" through "o" and with minimum limits as provided below. Any other exclusions that operate to contradict or materially alter the standard exclusions shall be specifically listed on the certificate of insurance and shall be subject to the prior written approval of the City Attorney.

Coverage	Min Amt	Notes
General	\$2,000,000	Aggregate
Products and Completed Operations	\$2,000,000	Aggregate
Personal and Advertising Injury	\$1,000,000	
Each Occurrence	\$1,000,000	
Fire Damage Limit	\$ 100,000	any one fire
Medical Damage Limit	\$ 10,000	any one person

(2) The required Commercial General Liability Insurance shall also include the following:

- Coverage for all premises and operations
- Endorsement to provide the general aggregate per project endorsement
- Personal and advertising injury included
- Operations by independent contractors included
- Contractual liability coverage included
- X.C.U. Coverage including coverage for demolition of any building or structure, collapse, explosion, blasting, excavation and damage to property below the surface of ground.
- Any fellow employee exclusions shall be deleted
- Coverage shall not contain an absolute pollution exclusion, and applicable remaining coverage shall apply for pollution exposures arising from products and completed operations.
- Coverage for products and completed operations maintained for duration of work and shall be maintained for a minimum of three years after final acceptance under the Contract or the warranty period for the same whichever is longer, unless modified in any Special Provisions.
- Contractual Liability coverage shall include contractually assumed defense costs in addition to any policy limits.

(3) If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing, Railroad Contractual Liability Endorsement (ISO® form CG24170196 or newer).

(4) City may at its sole option, and in lieu of being additional insured on the Contractor's policy, by written requirement in the Special Provisions or by written change order, require Contractor to provide a separate Owner's Protective liability policy. The premium cost to obtain such insurance shall be as paid as provided in the Special Provision or change order, with any related cost savings as reasonably determined by the City being reimbursed or paid to the City.

D. Vehicle liability insurance coverage.

- The Contractor shall provide reasonable insurance coverage for all owned, non-owned, hired and leased vehicles with specific endorsements to include contractual liability coverage and delete any fellow employee exclusion.
- If specifically required in the Special Provisions, the required coverage shall also include an endorsement for auto cargo pollution (ISO® form CA 99 48).

E. Railroad Protective Liability. If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing or otherwise required by the Special Provisions or applicable requirements of an affected railroad, the Contractor shall provide Railroad Protective Liability Insurance naming the affected railroad/s as insured with

minimum limits for bodily injury and property damage of \$2,000,000 per occurrence, \$6,000,000 aggregate, or such other limits as required in the Special Provisions or by the affected railroad. The original of the policy shall be furnished to the railroad and a certified copy of the same furnished to the City Attorney's office prior to any related construction or entry upon railroad premises by the Contractor or for work related to the Contract.

- F. **Umbrella or Excess Insurance.** The Contractor shall provide Umbrella or Excess insurance coverage with minimum coverage limits of \$3,000,000 each occurrence and aggregate.
- G. **City included as Insured on Contractor's Policy – Endorsements required.**
The Contractor shall provide adequate written documentation, including applicable ACORD certificates, declarations pages or other acceptable policy information demonstrating that the City is included as an additional insured along with the Contractor with respect to all of the coverages required in this "Section 2A Insurance Requirements," except for applicable Worker's Compensation coverage, to include all work performed for the City and specifically including, but not limited to, any liability caused or contributed to by the act, error, or omission of the Contractor, including any related subcontractors, third parties, agents, employees, officers or assigns of any of them. The documentation or endorsement shall specifically include the city as an additional insured for purposes of Products and Completed Operations. The inclusion of the City as additional insured shall be for coverage only on a primary basis for liability coverage, and no coverage shall contain a policy or other restriction or attempt to provide restricted coverage for the City, whether on an excess, contributory or other basis regardless of any other insurance coverage available to the City.

3. **CONTRACTOR'S INDEMNITY – CONTRACTUAL LIABILITY INSURANCE**

- A. To the same extent as specified for minimum coverage requirements in Section 2 above, the required insurance shall include contractual liability coverage to include indemnification and hold harmless agreements and provisions in the related Contract Documents, specifically including the following provision:
- (1) To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the City, its officers, agents, employees, volunteers and consultants from and against any and all claims, damages, losses, costs, and expenses, including but not limited to attorney's fees and costs arising out of or related to the Contract or the Contractor's activities, errors, or omissions related to the Contract including liabilities or penalties imposed by applicable, law, rule or regulation in connection therewith; provided that such claims, damages, losses, costs, and expenses, including but not limited to attorney's fees and costs:
 - is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use therefrom, and
 - is caused in whole or in part by any act or omission of the Contractor, any subcontractor, agent, officer, employee, or assigns of the same or by anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in whole or in part by a party indemnified hereunder.
 - (2) Such indemnification shall not be construed to negate, abridge, limit or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.
- B. In any and all claims by any employee (whether an employee of the Contractor or subcontractor, or their respective agents or assigns by anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable as an employer) in whole or in part against the City, its officers, agents, employees, volunteers or consultants, the above indemnification shall not be limited in any way by the amount of damages, compensation, benefits or other contributions payable by or on behalf of a the employer under Worker's Compensation statutes, disability benefit acts, or any other employee benefit or payment acts as the case may be.

- C. The obligations of indemnification herein shall not include or extend to:
- (1) Any outside engineer's or architect's professional errors and omissions involving the approval or furnishing of maps, drawings, opinions, reports, surveys, change orders, designs or specifications within the scope of professional services provided to the City and related to the Contract; and
 - (2) Any claims arising out of the negligence of the City to the extent the same is the sole and proximate cause of the injury or damage so claimed.
- D. In the event of any litigation of any such claims shall be commenced against the City, Contractor shall defend the same at Contractor's sole expense upon notice thereof from the City. Contractor shall notify the insuring company that the City reserves and does not waive any statutory or governmental immunity and neither Contractor, nor Contractor's counsel whether employed by Contractor or by an insurer on behalf of the Contractor shall waive such defenses or enter into any settlement or other disposition requiring waiver of any defenses or immunity of the City without the express written consent of the City.

4. CONTRACTOR'S INSURANCE FOR OTHER LOSSES.

- A. Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools owned, rented or used in connection with the Contract including any tools, machinery, equipment, storage devices, containers, sheds, temporary structures, staging structures, scaffolding, fences, forms, braces, jigs, screens, brackets, vehicles and the like owned or rented by Contractor, or Contractor's agents, subcontractors, suppliers, or employees.
- B. In connection with the above, Contractor shall cause or require any applicable insurance related to physical damage of the same to provide a waiver of a right of subrogation against the City.

5. NOTIFICATION IN EVENT OF LIABILITY OR DAMAGE.

- A. The Contractor shall promptly notify the City in writing and provide a copy of all claims and information presented to any of Contractor's insurance carrier/s upon any loss or claim or upon any occurrence giving rise to any liability or potential liability related to the Contract or related work. The notice to the City shall include pertinent details of the claim or liability and an estimate of damages, names of witnesses, and other pertinent information including the amount of the claim, if any.
- B. In the event the City receives a claim or otherwise has actual knowledge of an any loss or claim arising out of the Contract or related work and not otherwise known to or made against the Contractor, the City shall promptly notify the Contractor of the same in writing, including pertinent details of the claim or liability; Provided, however the City shall have no duty to inspect the project to obtain such knowledge, and provided further that the City's obligations, if any, shall not relieve the Contractor of any liability or obligation hereunder.

6. PROPERTY INSURANCE/ BUILDER'S RISK.

- A. The Contractor shall provide property insurance (a/k/a Builder's Risk or installation Floater) on all Projects involving construction or installation of buildings or structures and other projects where provided in the Special Provisions. Such insurance shall be provided in the minimum amount of the total contract sum and in addition applicable modifications thereto for the entire work on a replacement cost basis. Such insurance shall be maintained until the City completes final acceptance of the work as provided in the Contract. Such insurance shall be written and endorsed, where applicable, to include the interests of the City, Contractor, Subcontractors, Sub-subcontractors in the related work. The maximum deductible for such insurance shall be \$5,000 for each occurrence, which deductible shall be the responsibility of the Contractor. Such insurance shall contain a "permission to occupy" endorsement.

- B. All related Property Insurance shall be provided on a "Special Perils" or similar policy form and shall at a minimum insure against perils of fire including extended coverage and physical loss or damage including without limitation or duplication of coverage: flood, earthquake, theft, vandalism, malicious mischief, collapse, and debris removal, including demolition whether occasioned by the loss or by enforcement of applicable legal or safety requirements including compensation or costs for City's related costs and expenses (as owner) including labor required as a result of such loss.
- C. All related Property Insurance shall include coverage for falsework, temporary buildings, work stored off-site or in-transit to the site, whether in whole or in part. Coverage for work off-site or in-transit shall be a minimum of 10% of the amount of the policy.
- D. The Contractor's Property Insurance shall be primary coverage for any insured loss related to or arising out of the Contract and shall not be reduced by or coordinated with separate property insurance maintained by the City.